

Study Guide: English for the Workplace (LCE010)

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

Useful Links

- Kahoot - [Play](#)
- Quizlet Live - [Play](#)
- [Glossary](#): A vocabulary list with translations by Google Translate.
- [Cambridge English-Thai Dictionary](#)
- A printer friendly version of this web-page. - [PDF](#), [WORD](#)

Group Project - Make a Video

Due March 1st

20% of your grade.

5-7 people / 5-10 minutes / 300+ words

Topic: Anything from your book.

Type your script and submit a Google Doc for review.

- Include your names, student numbers, and class time in the doc.

Please see the notes in the LINE group for more information on how to submit your project.

Chapter 1 - Jobs

Quiz 1 - Study Guide

Vocabulary

Video Lesson - [Introducing Yourself](#)

Study these words **before** class.

Business Terms

- Sales Rep
- Financial Director
- Chief Executive Officer (CEO)
- Personal Assistant
- Technician
- Human Resources Manager (HR)
- Receptionist
- Team Leader

[Flashcards, Set 2](#)

[Multiple Choice Quiz](#)

Countries and Nationalities

- The USA / American

- India / Indian
- Italy / Italian
- The UK / British
- Japan / Japanese
- Poland / Polish
- Brazil / Brazilian
- South Africa / South African

Practice - The box will turn green when you enter the correct answer.

1. I am from . My nationality is . (Thailand)
 2. I am from the . I am . (the USA)
 3. I am . I live in . (Italy)
-

Grammar Point 1

The verb 'to be' connects the subject with the rest of the sentence when there is no action verb. (It is also used with -ING action verbs to form the continuous tenses.)

The man is tall.

The man is over there.

The man is **playing** basketball.

Use **am** with I.

Use **is** with subjects that can be replaced with **he, she, or it**.

Use **are** with subjects that can be replaced with **we, you, or they**.

I am American.

He is Thai.

We are human.

Practice - The box will turn green when you enter the correct answer.

1. I hungry.
2. The cat sleeping on the sofa.
3. Elephants big.
4. The children playing in the water.
5. The child crying.

[Kahoot](#)

Grammar Point 2

Possessive adjectives are used to indicate ownership of something. They come **before** the noun or noun phrase.

my (ของฉัน)

our (ของพวกเรา)

your (ของคุณ)

your (ของพวกคุณ)

its (ของมัน)

his (ของเขา)

her (ของเธอ)

their (ของพวกเขา, ของพวกมัน)

My motorbike is red.

His dog is black.

Our nationality is Thai.

Practice - The box will turn green when you enter the correct answer. Use a possessive adjective that corresponds to the words in bold.

1. **James** is coming over for dinner. favorite food is tacos.
2. **Susan**, is this book?
3. This must be phone. **She** was sitting there.
4. **Tim and Bill** just bought first home.
5. **The dog** is trying to catch tail.
6. When are **you** going to celebrate birthday?

Game - Match the Memory

Kahoot

My vs I Practice

Key Expressions Speaking Practice - Set 1 - Introductions

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

Chapter 2 - Products and Services

Quiz 2 - Study Guide

Vocabulary

Study these words **before** the next class.

Company Types

- **pharmaceuticals** - medicine
- **real estate** - the buying and selling of land or buildings
- **electronics** - phones, tablets, etc...
- **recruitment** - finding people to do a job
- **hospitality** - welcoming people / hotels and tourism
- **software** - computer programs

- **financial services** - money services
- **automobile** - cars

Factories produce products. (ผลิตภัณฑ์)

- electronic equipment
- software
- cars
- pharmaceuticals

Companies provide services. (บริการ)

- finance
- staff
- cleaning
- childcare

Other Vocabulary

- **employ** - to give a job
- **export** - to sell to another country
- **import** - to buy from another country
- **develop** - to make something new

[Quizlet Study Set](#)

[Spelling Practice](#)

Grammar Point 1 - Present Simple Form

For most verbs we add "do/does" to negate the action or to form questions.

Positive +

I run. (I, YOU, WE, THEY)

He runs. (HE, SHE, IT)

Negative -

I do not run. OR I don't run.

He does not run. OR He doesn't run. [Notice that we drop the S on run.]

Question ?

Do I run?

Does he run?

Use **DO/DON'T** with I, we, you, and they.

Use **DOES/DOESN'T** with he, she, and it.

Exception 1: The verb **to be** doesn't use **do/does**.

I am not Thai. NOT ~~I do not am Thai.~~

Are you Thai? NOT ~~Does are you Thai?~~

Exception 2: Modal verbs like can, could, might, should, etc. don't use **do/does**.

We can not go on the trip.

It might not rain after all.

Note: The verb "to have" is irregular.

He **has** a dog. / He doesn't **have** a dog.

Grammar Point 2

Answering Questions: For short answers, respond with the helping verb that was used in the question. For long answers, respond with the main verb.

Do you run at the park?

- Yes, I do. | Yes, I run at the park.
- No, I don't. | No, I don't run at the park.

Does he swim in the river?

- Yes, he does. | Yes, he swims in the river.
- No, he doesn't. | No, he doesn't swim in the river.

For "Are you...?" questions, respond with "Yes, I am" or "Yes, we are."
Are you Thai?

- Yes, I am. | Yes, I am Thai.
- No, I am not. | No, I am not Thai.
- Yes, we are. | Yes, we are Thai.
- No, we aren't. | No, we are not Thai.

Practice

Spelling Rules

Kahoots - Present Simple +, Present Simple -, BE Verb

Key Expressions Speaking Practice - Set 2 - Asking for Information

Here is another explanation of the present simple tense in Thai by Cherry E. Bright.

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

Chapter 3

Quiz 3 - Study Guide

Vocabulary

Study these words **before** the next class.

- The Middle East
- Asia-Pacific
- North America
- Africa
- Latin America (South America)
- Europe

Note: You should be able to identify them on a map.

- Head Office
- Technical Center
- Factory
- Sales Offices
- Distribution Centers

Note: You may use the American or British spelling: center/centre.

Grammar Point

There is/are

There isn't/aren't

Is there/Are there

A/an/some/any

Use:

There is + singular nouns (There is a cat.)

There is + non-count nouns (There is some rice.)

There are + plural nouns (There are some dogs.)

Use:

"A" before a singular count noun beginning with a consonant sound. (a cat)

"An" before a singular count noun beginning with a vowel sound. (an elephant)

"Some" with non-count or plural nouns. (some rice, some dogs)

"Any" after *not* and in most questions instead of *some*. (Is there any rice? Yes, there is some rice. No, there isn't any rice.)

Questions:

Change "There is..." to "Is there..."

Change "There are..." to "Are there..."

Kahoots for There - [Level 1](#), [Level 2](#)

[Practice with the On-line Lesson](#)

[Video](#) - Adam Bradshaw explains the difference between there is/are and I have.

Key Expressions Speaking Practice - [Set 3](#) - Phone Messages

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

Chapter 4 - Technology

Quiz 4 - Study Guide

Vocabulary

Technology - Page 24

laptop

internet

photocopier

mobile phone

calculator

ticket machine

printer

Verbs - Page 25

put in

insert

...the money / a credit card

touch

...the screen

click on

...the start menu / an icon

log on to

connect to

...the Internet / a website

switch on

switch off

recharge

...your mobile phone / a laptop

enter

key in

...your code / your user-name / your password

push

press

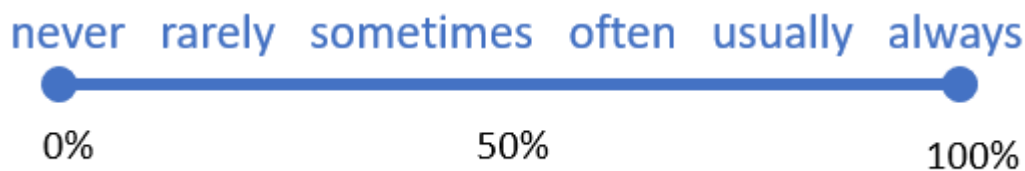
...the button

Speaking Practice: Use your phone's voice-to-text feature to practice speaking the vocabulary.

Speaking Practice

Grammar Point 1

Adverbs of Frequency



How often does she...?

- She *never* **eats** meat.
- She *always* **studies** for quizzes.
- She **is** *never* late.

Note: The frequency adverb usually comes before the verb. The BE verb is an exception.

Grammar Point 2

Information Questions

Who - People

- Who is that man over there? He is my father.

What - General Information

- What is your dog's name? His name is Spot.

When - Time

- When do you start work? At 8:00am.

Where - Location

- Where do you live? I live in Bangkok.

Why - Reasons

- Why is he sad? Because his team lost the game.

How - Way or Method

- How do I get to the airport? Take the second right.... (Way)
- How do you make pizza? First, mix flour and water... (Method)

Question Words - Web Lesson

Kahoot

Quizlet

Gravity Game (Desktop Only)

Key Expressions Speaking Practice - Set 4 - Asking for Help

Here is an another explanation in Thai.

Jump to: (1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (Final Review)

Chapter 5 - Products and Services

Quiz 5 - Study Guide

Vocabulary

Office Documents - Page 30

- Hard Copy
- Order Form
- Invoice
- CV / Resumé
- Delivery Note

- Receipt (after payment)
- Business Cards

Usage Examples:

First, fill out an online **order form** for the product that you want. When the package arrives, sign the **delivery note**. The package will include an **invoice** listing the items and the prices. You can pay the invoice online using your credit card. We will email you a **receipt** after your payment is received. Finally, print a **hard copy** of the receipt for your records.

Office Verbs - Page 31

- **receive**: receive a letter
- **print**: print a hard copy of the PDF
- **save**: save a file
- **open**: open a folder
- **attach**: attach a photo to an email
- **send**: send an email
- **forward**: forward a message

Team Game for Office Vocabulary - [Quizlet Live](#)

Grammar Point - The Simple Past

Regular Verbs

(?,-) Use **DID** instead of DO/DOES.

(+) Add **-ED** to regular verbs in affirmative sentences.

Did you play football?

*Yes, I **played** football. | Yes, I **did**.*

*No, I **didn't** play football. | No, I **didn't**.*

Note: We will study irregular verbs in Chapter 6.

To BE

Don't use DID with the **BE verb**.

Use **was or wasn't** with I, he, she, and it.

Use **were or weren't** with you, we, and they.

Were you late for class?

*Yes, I **was** late for class. | Yes, I **was**.*

*No, I **wasn't** late for class. | No, I **wasn't**.*

Was he friendly?

*Yes, he **was** friendly. | Yes, he **was**.*

*No, he **wasn't** friendly. | No, he **wasn't**.*

Pronunciation

-t/d (id)	lip (t)	throat (d)
greeted	missed	hugged

investigated wished played
invented clipped stormed

"ED" is pronounced like "ID" for words that end in a "D" or "T" sound. It is pronounced like a "T" for words that end in a puff of air from the lips. It is pronounced as a "D" for words that end in a sound produced from lower in the throat.

Practice Past Simple - Regular and BE

Kahoot - Past Simple - To Be

Kahoot - Past Simple Regular - Jumble

Past Simple Regular - BBC Web Lesson

Key Expressions Speaking Practice - Set 5 - Talking about Problems

Here is another explanation of the simple past tense in Thai.

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

Chapter 6 - Contacts

Quiz 6 - Study Guide

Vocabulary (page 37)

Food and Drink

- a cup of coffee
- coffee
- water
- sushi
- salad
- cheese
- sandwich
- French fries
- steak

Taking an Order

This is what the waiter might say.

- Do you want...
- Would you like... [polite]

- Are you ready to...
- Can I get you...
- Could I get you... [polite]

The above all have about the same meaning.

Examples:

Would you like anything to drink?

Are you ready to order?

Placing an Order

This is what the people eating might say.

- I want...
- I would like... [polite]
- We'd like...
- I'll have...
- Could I have... [polite]
- Can we have...

The above all have about the same meaning.

Examples:

We'd like to order a large vegetarian pizza, please.

I'll have the salmon steak, please.

Notice the Difference

Would you like some water***?*** - คุณต้องการน้ำไหม

I would like some water. - ฉันต้องการน้ำ

Do you like water***?*** - คุณชอบน้ำไหม

I like water. - ฉันชอบน้ำ

Count and Non-Count Nouns

- Kahoot
- Exceptions
- A/AN/ANY/SOME Kahoot

Grammar Point

Simple Past - Irregular Verbs (see page 39)

SUBJECT + VERB2

I **went** to the park yesterday. (I go to the park on Tuesdays.)

He **swam** in the pool last week. (He swims in the pool every week.)

Not all verbs use -ED in the past tense. There are many irregular verbs that have special spellings. You just have to memorize these verbs. There is verb chart on **page 102** in your book.

Simple Past Rules Expanded

(?,-) Use **did/didn't** and **verb 1** in questions and negative sentences.

(+) Use **verb 2 or -ED** in positive sentences.

Did you **swim**?

Yes, I did. | Yes. I **swam**.

No, I didn't. | No. I **didn't swim**.

Also, please remember that we don't use **did/didn't** with the BE verb.

Use **was/were/wasn't/weren't**. ([See Grammar 5 Notes](#))

Past Simple - Regular, Irregular and BE Verb - [Web Lesson](#)

Simple Past with Irregular Verbs [Kahoot](#)

Quizlet [Flashcards](#)

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) ([Final Review](#))

Chapter 7 - Departments

Quiz 7 - Study Guide

Vocabulary (See page 42-43)

Job Titles

Team Leader - provides leadership to a team

Customer Development Director - manages sales teams and strategies

Air Traffic Controller - controls the movement of airplanes

Commercial Manager - develops new business ideas to help the company grow

Logistics Manager - manages delivery between factories, warehouses, and suppliers

Financial Director - responsible for financial results and tax planning

Verbs

check - to confirm that something is correct

control - to make something do what you want (E.g. control a robot)

develop - to improve or create a new product

plan - to organize something in advance (E.g. to plan a birthday party)

in charge of / responsible for / manage - to be the boss

deals with - is about...

[Flashcards](#)

Prepositions of Place - Room - [Web Lesson](#)

Prepositions of Place - Map - [Web Lesson](#)

Next to

Above

To the left of

To the right of

...

[Practice with Quizlet](#)

[Kahoot](#)

This/That/These/Those - are used to point things out - [Web Lesson](#)

This puppy is very cute.

We use:

This - one thing & near (this factory)

These some things & near (these factories)

That - one thing & not nearby (that factory over there)

Those - some things & not nearby (those factories over there)

"That" can refer to more than one thing when it is being used to mean "which." The puppy that has big ears is my favorite. Puppies that have big ears are my favorite.

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

Chapter 8 - Employment

Quiz 8 - Study Guide

English has many words for employment. Job, post, position, occupation, and profession are just a few examples. ([More](#))

What is your **job** at IBM? = What is your **position** at IBM?

Vocabulary - Ways to Describe Employees (see page 48)

friendly

practical

focused

careful

patient

energetic

experienced

imaginative

She is a focused and careful accountant.

He is a friendly and experienced nurse.

Our teacher was very patient.

Quizlet - [Flashcards](#)

Grammar Point

The Present Continuous Tense

SUBJECT + BE + VERBing

Common Uses

1. We use it for things that are happening now.

*I am watching TV **at the moment**.*

*She is talking to her cousin **now**.*

2. We use it for things that will happen at a specified time in the future.

*My parents are coming for dinner **at 6:00 pm**.*

*We are watching a movie **tonight**.*

Formation

Are you going?

Yes, I am going.

No, I am not going.

Is he going?

Yes, he is going.

No, he isn't going.

Are they going?

Yes, they are going.

No, they are not going.

Use AM with I.

Use IS with he/she/it.

Use ARE with we/you/they.

ING Spelling Rules

Ends in Ce	Ends in CVC	Ends in VC OR CC
Smile → smiling Take → taking	Sit → sitting Run → running * W, X, Y Wax → waxing, Pay → paying	Clean → cleaning Read → reading Land → landing Brush → brushing

V = vowel, C = consonant

Spelling Rules - [Web Lesson](#)

Present Continuous - [Web Lesson](#)

Here is an explanation in Thai that compares the present simple and the present continuous.

Kahoot

Reading a Clock

2:15 can be read as "two fifteen" or "a quarter past two."

2:30 can be read as "two thirty" or "half past two."

2:45 can be read as "two forty-five" or "a quarter to three."

3:00 can be read as "three" or "three o'clock."

We use AM before noon (12:00 PM / lunchtime) and PM after noon.

- I usually eat breakfast at 7:00 AM.
- I usually eat dinner at 7:00 PM.

Kahoot - Reading a Clock

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

Chapter 9

Quiz 9 - Study Guide

Vocabulary - Hotels

You will need to be able to identify key information in a hotel profile.

Hotel Name: (Hilton)

Location: (Address - 123 Main Street, Los Angeles)

Price per night: (700 THB)

Quality: (4 stars)

Services: (Airport Shuttle / English Speaking Staff / Free Breakfast...)

Other Vocabulary - Page 55

Low / High

Cheap / Expensive

Wide / Narrow

Up-to-date / Out-of-date

Good / Bad

Friendly / Unfriendly

Slow / Fast

Old / New

Game - Match the Memory

Grammar Point

Comparisons - Web Lesson

Tall -> Taller (Regular, add ER)

Brave -> Braver (E, add R)

Big -> Bigger (CVC Double, except WXY)

Pretty -> Prettier (Y to I)

Handsome -> More Handsome (Long, no Y, use MORE)

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) (Final Review)

Chapter 10 - Teamwork

Quiz 10 - Study Guide

Vocabulary

Working Methods - Page 60

No Bosses

Small Teams

Time to Talk

The Long View

Everyone's a Leader

Verbs - Page 61

make

find

attend

work

solve

develop

Grammar Point

When comparing 2 things use -ER/MORE THAN. Use -ER with 1 syllable words and -IER with words that end in Y. Use MORE with most adjectives that are 2+ syllables long and that don't end in Y.

The red hat is smaller **than** the blue hat.

The red hat is **more** beautiful **than** the blue hat.

The red hat is prettier **than** the blue hat.

When talking about 1 thing among many use THE -EST/MOST. Use -EST with 1 syllable words and -IEST with words that end in Y. Use MOST with most adjectives that are 2+ syllables long and that don't end in Y.

The blue whale is **the** biggest animal. (big)

Crocodiles are **the most** dangerous animal in this lake. (dangerous - 3 syllables)

I think mosquitoes are **the ugliest** animal. (ugly)

Comparatives and Superlatives - [Web Lesson](#)

[Here](#) is an explanation of comparatives and superlatives in Thai.

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) (Final Review)

Final Review - Some Topics to Review

Personal Information (Birthday, Nationality...)

Business Vocabulary (See the vocabulary sections for all chapters and the quizlet activities below.)

Understanding Hotel Information - [Chapter 9](#)

Present Simple - [Practice Test](#)

Past Simple - [Practice Test](#)

Present Continuous - [Practice Test](#)

* Mixed Tense Review - [Quizlet](#)

Possessive Adjectives - [Practice](#), [Practice Test - He/His](#)

A/AN/SOME/ANY - [Some/Any Practice Test](#)

Prepositions of Place - [Web Lesson](#)

Comparatives - [Practice Test](#)

Superlatives - [Practice Test](#), [Web Lesson](#)

Note: Any topic that you were quizzed on could appear on the final exam.

Vocabulary Flashcards & Classroom Games

[Kahoot](#) - Mixed Tense Review

[Kahoot](#) - A/AN/SOME/ANY

Quizlet Flashcards and Games

- [Chapters 1-3](#)
- [Chapters 4-6](#)
- [Chapters 7-10](#)

[Spelling Test](#)

Quizlet Note: Be sure to study your book as well since these lists do not contain all of the vocabulary. Also, you may want to double check the Google translations with a good dictionary if they don't look right.

Jump to: [\(1\)](#) [\(2\)](#) [\(3\)](#) [\(4\)](#) [\(5\)](#) [\(6\)](#) [\(7\)](#) [\(8\)](#) [\(9\)](#) [\(10\)](#) [\(Final Review\)](#)

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